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TAGS: [ELAB](#) [KCRM](#) [KWMN](#) [PHUM](#) [PREF](#)  
SUBJECT: FIRST NEA-AF/E TIP REPORTING OFFICERS CONFERENCE,  
JANUARY 19-20 IN CAIRO

1. Summary: Assistant Secretary for Near Eastern Affairs Jeffrey Feltman and Assistant Secretary for African Affairs Johnnie Carson encourage all trafficking in persons (TIP) reporting officers at NEA and AF posts to attend a bi-regional conference, co-hosted by Ambassador-at-Large for Trafficking in Persons Luis CdeBaca, on TIP reporting and advocacy to be held in Cairo on January 18-20, 2010. Posts are also invited, to the extent possible, to send DCMs, Section Managers, Public Diplomacy officers, and FSNs with an interest in TIP. This inaugural conference will convey practical information on how to facilitate a productive TIP report drafting season as well as to promote USG anti-trafficking objectives with foreign governments. An array of speakers will address the attendees on best practices and technical information. Organizers would appreciate input on conference activities and themes. Registration information is included in para. 4. End Summary.

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We Seek Your Attendance and Input  
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2. The conference will begin with a reception on the evening of January 18, so participants should arrive by mid-afternoon on that date. The meetings will be held January 19 and 20 at the Grand Hyatt Hotel, located near Embassy Cairo. The program will conclude by 5:30 p.m. January 20. The agenda will feature experts on the TVPA, senior personnel from all areas in the Department, officials from other USG agencies, and representatives from international organizations and NGOs. We also will have sessions to compare TIP reporting practices and strategies in the regions.

3. Your suggestions for agenda items are encouraged as we finalize the conference schedule. We hope this will be the first of yearly regional conferences on TIP and will be greatly interested in feedback on the usefulness of the materials and discussions to inform future sessions.

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Registration, Hotel, and Transport  
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4. Action request: TIP reporting officers at NEA and AF/E posts are requested to register for this conference by January 14. Posts are responsible for funding travel and per diem costs. To register, please send an unclassified email to Embassy Cairo, s Special Events Coordinator, Lydia Ayoub, at AyoubLS@state.gov listing your name, post, and arrival and departure times. This e-mail should also copy the relevant

country desk officer, G/TIP,s Rachel Yousey and Sheela Ahluwalia, and Rina Chatterji (if in NEA) or Learned Dees (if in AF/E).

¶15. Questions about conference logistics should be directed to Lydia Ayoub of Embassy Cairo. Edward White and Robyn Hooker of Embassy Cairo can also assist. Input for the agenda should be directed to Mark Taylor and Rachel Yousey of G/TIP, Rina Chatterji of NEA/RA, and Learned Dees of AF/RSA.

¶16. All eCC requests should be sent to the &Economic and Political Section8 of Embassy Cairo. Visas should be obtained from the nearest Egyptian embassy and are a requirement if traveling on an official or diplomatic passport. Participants are advised to obtain an Egyptian visa as quickly as possible, as processing can take several business days. Entry into Egypt on an official or diplomatic passport without a visa will not be permitted. Participants may travel on a regular blue passport without a visa and purchase a tourist visa at the arrival airport for US 10-20.

¶17. Hotel Room Reservations: Embassy Cairo has reserved a block of rooms at the Grand Hyatt Cairo for arrival on Monday, January 18 through departure on Thursday, January 21. Post will make individual reservations at the hotel for all those who register for the conference. The hotel is located at Corniche El Nile, Rawda Island, Cairo. The room rate is \$175 per single room per night. The double occupancy rate is \$207 per room per night. Rates include breakfast at the Grand Club Lounge located on the 30th floor. Check-in takes place at the Grand Club Reception on the 30th floor. Please be prepared with your passport and credit card as a normal check-in procedure. Individual reservations must be canceled no later than 72 working hours prior to intended arrival to avoid cancellation charges. Reservations made after January 14 will be subject to space availability and prevailing rates.

¶18. Transportation: Embassy Cairo can arrange transportation from and to the airport through Carlson Wagon-Lit Travel (CWT). Cost is \$35 per car per way (maximum three persons). This fee is payable in cash in dollars to the expeditor (not the driver) at the airport and a receipt can be issued for reimbursement. Travelers are responsible for any cancellations made to acknowledged orders done less than 24 working hours. The cancellation fee is 100% of any CWT request.

¶19. Conference Fees: Conference participants will be charged a \$60 per day fee (for the January 19 and 20 only) to cover lunch, the two coffee breaks, and use of the conference room. This charge will be billed by the hotel directly to each participant at check-out. The hotel cashier can separate charges when asked upon check out.

¶10. Dress: Conference attire will be business casual.  
CLINTON